

Adopted: September 2001 , Revised: _____**Class Title: Assistant Director of Human Resources****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides assistance with the development, implementation, and coordination of Human Resources programs. Ensures the efficient functioning of departmental teams and evaluates the success of new programs.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Provides leadership by participating on a variety of work place project teams, providing coaching, guidance and counseling to team leaders, assisting with the redesign and implementation of new programs, and ensuring compliance with City, state and Federal laws, rules, regulations, and recommends policy and procedure improvements.
2	S	Oversees People Soft/HRIS issues by reviewing work plan data, making recommendations for improvement, setting priorities and conducting regular meetings with HRIS analyst and Information Technology personnel.
3	S	Manages the departmental budget by participating in its development, approving expenditures, verifying invoices, reviewing spreadsheets, and resolving budgetary issues.
4	S	Monitors Team leader's, generalist's and management analyst's progress by coaching, counseling, collaborating, assigning tasks, negotiating completion dates, and evaluating the completed task. Evaluates performance by giving regular feedback.
5	S	Provides oversight of departmental recruitment, employee relations, HR information systems, wage and payroll activities, and classification and compensation activities.
6	S	Provides departmental and city-wide leadership by supporting the implementation of the Director's strategic initiatives, serving on a variety of ad hoc task forces for program and process improvement and evaluating and encouraging citywide and regional workforce development activities.

Adopted: September 2001 , Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study.
Experience	Seven years experience in public administration and human resources.
Certifications and Other Requirements	Valid Driver's License. Must obtain SPHR certification within one year of appointment.
Reading	Work requires the ability to read memorandum, letters, ordinances, spreadsheets, graphs, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as calculating budgetary figures.
Writing	Work requires the ability to write memorandum, reports, and general correspondence.
Managerial	Managerial responsibilities include scheduling workload and personnel, meeting with team leaders, and ensuring effective program operations.
Budget Responsibility	Responsible for the approval of one departmental budget and presents the budget to the Budget Office and Senior Management and is authorized to approve budgeted expenditures up to the amount that requires the approval of Senior Management.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Adopted: September 2001 , Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, presentations
Sitting	F	Computer, desk work, meetings, driving
Walking	F	Inter-office, to/from meetings
Lifting	R	Office supplies, files, reports
Carrying	R	Office supplies, files, reports
Pushing/Pulling	R	File cabinet drawers, chairs
Reaching	O	Office supplies, reports, telephone
Handling	O	Office supplies, records, reports
Fine Dexterity	F	Computer keyboard, calculator, writing, telephone keypad
Kneeling	R	Filing in cabinet drawers
Crouching	R	Filing in cabinet drawers
Crawling	N	Filing in cabinet drawers
Bending	O	Picking up supplies
Twisting	O	To/from computer, desk, and telephone
Climbing	R	Stairs
Balancing	R	On stairs
Vision	C	Computer monitor, reading, writing, supervision of staff, driving
Hearing	C	Communicating with personnel and general public, meetings
Talking	F	Communicating with personnel and general public, meetings
Foot Controls	O	Driving
Other (specify)	N	

Adopted: September 2001 , Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Copy machine, fax machine, telephone, calculator, general office supplies, computer, printer, Standard Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)